New Orleans Public Library
Regular Board Meeting
Main Library Board Room
Tuesday, March 19th, 2019
4:37PM
Draft MINUTES

AGENDA

I. **Call to Order** — Board Chair Phala Kimbrough Mire (4:37 p.m.)

II. **Roll Call** — Executive Assistant Andie Paloutzian (4:37 p.m.)

Phala Kimbrough Mire, Board Chair— Present
Vonda Flentroy-Rice, Vice-Chair — Present
Laurance Eustis III, Secretary — Present
Bernard Charbonnet — Present
James K. Chassee — Present, left at 5 p.m.
Raquel Dufauchard Baptiste — Not Present
Mary Moran — Not Present
Andrea Neighbours — Present
William A. Settoon — Present
A quorum was present.
Staff Present—Jessica Styons, Andie Paloutzian, Michel Thompson, John Marc Sharpe, Adrienne Strock, Laura Bevins, Christina Bryant

III. **Public Comments** — (Phala Kimbrough Mire, 4:38 p.m.)

- The Board Chair Phala Kimbrough Mire requested any comments from the public. There were none.

IV. **Action Item: Approval of Consent Agenda** — (Phala Kimbrough Mire, 4:39 p.m.)

- Consent Agenda — February 19th Special Board Meeting minutes
- A motion was made by James Chassee, and it was seconded by Andrea Neighbours. **The motion was carried by a unanimous voice vote.**

V. **Information Items —** (Phala Kimbrough Mire, 4:40 p.m.)

- Interim Director's Report
  From Jessica Styons –
  - The Health Department has distributed sharps containers to NOPL and NORD.
- 2018 Dashboard of Statistics
- Financial Report, Finance Committee Meeting minutes
- Strategic Plan progress report

- Mission Statement, Vision Statement and Equity Statement
- Project Outcome progress report

VI. **Discussion Items** —

- Foundation Presentation (Bob Brown, Todd Ragusa, 4:47 p.m.)
  From Bob Brown –
  - The corpus of the Foundation was $1.365 million at the end 2017, and $1.564 million at the end of 2018. Gains were from austerity, not major fundraising. Their largest 2018 gift was $7,000.
  - They spent just under $170k on audits and attorneys' fees in 2018.
  - They had two resignations from their (Foundation's) Board: Darlene Kattan and Bob Brown (effective April 31, 2019).
  - They will move to hire an Executive Director and make changes to their by-laws.
  - They moved to make an annual award of $150,000 to the Library.

  From Todd Ragusa –
  - He is charged with developing a plan, and currently in the discovery phase: has met with Phala Kimbrough Mire, Vonda Flentroy Rice, Jessica Styons, John Marc Sharpe, Dixon Stetler (Friends of the New Orleans Public Library), and John Chrastka (Every Library) to gather information to develop strategic plan for how the Foundation can assist the Library in their millage renewal campaign, to help the Foundation return to its mission and be able to fundraise appropriately.
  - He is conducting a survey of the community, and will share results.
  - He is reviewing data shared by the Library on how the Library's services are already be used.
  - The next step will be to deliver this plan.
- NORD Commission *(deferred until next meeting)*

VII. **Action Item: Move to Executive Session** — (5:00 p.m.)

- Bernard Charbonnet moved and Laurance Eustis III seconded a motion to move into Executive Session. **The motion was carried by a unanimous voice vote.**

VIII. **Action Item: Motion to Return to Regular Session** — (5:34 p.m.)

- William A. Settoon moved to return to the Regular Meeting agenda and Vonda Flentroy Rice seconded. **The motion was carried by a unanimous voice vote.**

IX. **Action Item: Motion to Approve a Budget and Hiring Timeline** — (5:36 p.m.)

- Laurance Eustis III moved and Vonda Flentroy Rice seconded a motion to approve a **BUDGET** and a **SEQUENCE FOR HIRING TIMELINE** from the Search Subcommittee. **The motion was carried by a unanimous voice vote.**
- **<u>BUDGET</u>** of UP TO $32,000 to complete the search process:
  - Up to $20,000 Cost of a consultant to assist and support the committee.
  - Up to $10,000 for finalists' (and their spouses/partners) travel expenses to New Orleans for site visit and face-to-face interviews.

- Up to $2,000 for Skype interviews and other incidental expenses.

- **SEQUENCE FOR HIRING TIMELINE** *(Dates to be added by Search Subcommittee)*
  - Adopting this sequence**,** the NOPL board delegates to the Search Subcommittee performance of the functions below, except for the functions marked with an *, which the board reserves to itself.
  - **FUNCTION** **DATE (TBA)**

1. *Announce search
2. Retain consultant
3. *Announce three public meetings (dates, times, locations)
4. Develop application standards
5. Hold public meetings
6. Finalize job description
7. Develop advertising
8. Place advertising
9. Close application round
10. Round one: review of applications
11. 1st elimination (reduce candidates to five to ten)
12. Inform successful and unsuccessful applicants
13. Skype interviews with remaining applicants
14. Score interviews
15. Round two: review of applications
16. 2nd elimination (reduce candidates to three)
17. Inform successful and unsuccessful applicants
18. Conduct reference and public records checks
19. Advise Board of any out of the ordinary findings
20. Invite three applicants for site visit
21. *Conduct and score face-to-face interviews
22. *Board makes final decision and offer is extended

X. **Attachments** — The Board Chair Phala Kimbrough Mire requests the Board members to review the attachments to the agenda packet including: February 19th Special Board Meeting minutes, interim Director's Report, 2018 Dashboard of Statistics, financial reports, Finance Committee Meeting minutes, Strategic Plan progress report, mission statement, vision statement and equity statement, Project Outcome progress report, working job description and hiring process from the Search Committee, and the resolution and motion from the New Orleans Public Library Foundation.

XI. **Adjournment** — the Board Chair Phala Kimbrough Mire requested a motion to adjourn the meeting. That motion was made by Bernard Charbonnet and seconded by Vonda Flentroy Rice. The motion was carried by a unanimous voice vote. The March 19th, 2019 meeting adjourned at approximately 5:41 p.m.